

# Memo

**To:** COUNTY EMA DIRECTORS

**From:** PHIL BROWN, DIRECTOR, MITIGATION & RECOVERY  
ROSEMARY PETERSEN, PUBLIC ASSISTANCE OFFICER

**Date:** 3/7/2005

**Re:** CLASSES AVAILABLE THROUGH MITIGATION & RECOVERY DIVISION

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The Mitigation & Recovery Division offers three classes **directly to your county participants**. No minimum number of attendees is required to hold these M&R Division sponsored classes. *(NOTE: THESE CLASSES MAY NOT COVER YOUR ANNUAL TRAINING REQUIREMENT THROUGH PSTI. Please contact your area coordinator or Heather Stegerman to meet these requirements. The PSTI training schedule offers a credited two-day course on Debris Management and a one-day session in Damage Assessment.)*

The **DAMAGE ASSESSMENT CLASS** is available to your county/city officials on both Public Assistance and Individual Assistance. This class is conducted in two sessions. **PSTI will offer partial credit for each session attended.**

The morning session covers damage assessment for Public Assistance/Infrastructure Support. It is intended for local governmental entities, including the Highway Department, Parks Department, Street Department, etc. and Not-for-Profit organizations conducting an essential governmental service. Representatives of organizations and agencies who either estimate the damages in the field or track damage costs will benefit most from this class.

The afternoon session covers Individual Assistance. Organization representatives or volunteers whom you have assigned the task of damage assessment for individual homes and businesses should attend this class.

The one-day **DEBRIS MANAGEMENT WORKSHOP** offered by Public Assistance will provide needed awareness information for county officials in case of a Disaster

that generates moderate to massive amounts of debris. **This class is NOT eligible for PSTI credit.** Emphasis is placed on debris planning. Meeting attendees should include people who will become part of your county Debris Management Committee. Committee members should include County Commissioners, City Council members, Mayors, your County Highway Department, local street departments, Solid Waste Management, Health Department, water control facilities, utilities, etc.

Agenda includes:

- Overview of Debris Removal Problems
- Pre-Planning for a Debris Disaster Event
- Debris Coordination Committee
- Environmental & Historical Considerations
- Contracting & Advance Contract Initiatives
- Disposal and Removal Strategy
- Debris Volume Reduction Methods
- Temporary Management Sites & Monitoring
- Debris Estimation & Curbside Debris Removal Issues

Another class, **PUBLIC ASSISTANCE ISSUES**, is a two – three hour session on updating county EMA Directors and PA applicants on changes in the Public Assistance Program. **This class is NOT eligible for PSTI credit.** Issues include:

- Applicant Briefing Book review with FEMA forms
- Codes & Standards
  - Must be in writing to be eligible for funding
- Mutual Aid Agreements
  - Must be in writing to be eligible for funding
- Special Considerations:
  - Environmental & Historical Laws & Required Permits
- Debris Management
  - Debris Management Plan
- Public Assistance Reference Materials
  - PA Guide
  - PA Policy Digest
  - PA Debris management guide
  - PA Debris Operations Job Aid
- Home Study PA & Debris Management Course on CD ROM

While PSTI Credit may not be offered, your community will benefit from these classes. Feel free to call 317-233-6507 or e-mail [rpetersen@sema.state.in.us](mailto:rpetersen@sema.state.in.us) or [pbrown@sema.state.in.us](mailto:pbrown@sema.state.in.us) to schedule a time for one of the classes offered.

